

KEYNSHAM TOWN COUNCIL

Minutes of the Town Council Remote Meeting held on
Tuesday 23rd June 2020 at 7.30 pm by Zoom

PRESENT: Councillors D Biddleston, D Brassington, C Brennan, Buxton, D Cooper, T Crouch, C Fricker, A Greenfield, A Halliday, H MacFie, A McGuinness, B Simmons, A Sinclair, A Wait (Chairman), J Wallcroft

IN ATTENDANCE: Cheryl Scott– Town Clerk, Cllr Vic Clarke (B&NES) Cllr Lisa O'Brien (B&NES) Philippa Paget and Ivy Sherwood (Keynsham Independent Businesses and Traders Group, Terry Hopkins (DialARide), Ric Davison (Keynsham Neighbourhood Development Plan)

29 APOLOGIES FOR ABSENCE

RECOMMENDATION

To receive Apologies for Absence.

30 DECLARATIONS OF INTEREST

Cllr B Simmons declared an interest in Item 12 as a B&NES Councillor and as Chairman of DialARide. He indicated he would speak to Item 13 as Chairman of DialARide and the Chairman permitted this.

There were no other declarations.

31 DISPENSATIONS

There were none.

32 PUBLIC PARTICIPATION

Requests had been received from representatives from DialARide, Ivy Sherwood representing the Keynsham Independent Business and Traders and Ric Davison representing the NDP to speak in respect of item 12, High Street proposals.

- a) Terry Hopkins DialARide: made the following points:
90% of DialARide users had disability needs.
 - Many were looking forward to coming out of lockdown and visiting the High Street.
 - Dropping off passengers in Ashton Way would mean drivers would have to help passengers up and down the passageway onto the High Street resulting in buses left for a period of time in Ashton Way.
 - DialARide may also have to refuse to take wheelchair users owing to the steep gradient of the passageway and as a result being accused of discrimination and breaching their service level agreement.
 - He requested they be allowed to drop off passengers at the Halifax in the High Street.

- b) Ivy Sherwood – speaking on behalf of the independent traders
 - They were opposed to the closure and in favour of Cllr O'Brien's alternative proposal.
 - The proposal impacted all traders, including those in Temple Street and Bath Hill, not just those in the proposed closure area that had been consulted.

- The 5 out of 40 traders consulted in the submission to B&NES by Cllr MacFie did not constitute the majority of traders which was not sufficient consultation.
 - A number of points were made about air pollution monitoring, increased traffic issues with the already dangerous roundabout by Tesco's and additional queueing outside HSBC bank.
 - No factual evidence had been provided to suggest closing the High Street to traffic would increase footfall or be good for sales and asked why risk so much when the traders had just undergone the most challenging period in their trading history.
 - The Closure would dramatically reduce the visibility and visual marketing as brick and mortar traders.
 - She concluded with asking the proposer about how the shops would now effect their deliveries and what had he done to collect evidence to reassure businesses that the proposal would not be detrimental to their trade,
- c) Ric Davison – speaking on behalf of the Neighbourhood Development Plan:
- He was aware that closures in some towns had resulted in a decimation of the High Street and referred to a recent visit to Shepton Mallett and he would not be speaking in favour of the closure if he thought that would happen to Keynsham.
 - He felt that the fear of the public from going out shouldn't be underestimated and the need to ensure social distancing could be achieved. However, this was an emergency to encourage people to feel safe.
 - Historic England had commented that Keynsham would benefit from part-time pedestrianisation and this presented an opportunity to trial it as he didn't think it would be for very long.

33. RECORD OF PREVIOUS MEETINGS

- (a) The Chair drew attention to the logistics difficulties of signing documents remotely. All documents were currently with the Clerk, He proposed that Council agree that he could physically sign the documents the following day.

RESOLVED

That the Chairman physically sign any documents as soon as practical after the meeting.

- (b) The Chairman then drew attention to the fact the meeting was being recorded and the Clerk informed the meeting that this was for the purposes of the Clerk being able to write the minutes. Each month Council would, when approving the minutes, make a decision on whether to preserve or destroy the recording as it had previously when meetings were recorded on the Council Dictaphone.
- (c) The Clerk proposed two amendments to Minutes of the meeting of the Town Council held on 17th March 2020 (previously circulated) to include the time the Council meeting finished at 10.28pm and secondly the date of the next meeting be amended to Tuesday 19th May in minute 322.

It was noted that Cllr Sinclair's connection was not working.

- (d) The Chairman requested proposers and seconders to each motion and then requested votes against and those in abstention. The Chairman declared the motions carried unanimously.

CARRIED

- (i) That subject to the amendments proposed, the minutes of the meeting of the Town Council held on 17th March 2020 (previously circulated) be confirmed as a true and accurate record and signed by the Chairman
- (ii) That the Minutes of the meeting of the Town Council held on 19th May 2020 (previously circulated) be confirmed as a true record and accurate record and signed by the Chairman
- (iii) That Standing Order 12(f) be suspended, and the recordings of the above meetings be preserved

34. CHAIRMAN'S ANNOUNCEMENTS

- (a) The Chairman thanked Cllr Biddleston for his work chairing the COVID19 Community Response group, Cllr Simmons and Terry Hopkins for their contribution as DialArise; Alan Hale for his work with the Keynsham Food Bank; Adrian Inker at Community at 67, Mike Burke at Community Fridge and representing Churches Together with the operation of the befriending line. and finally, Vicky Youdan for ensuring the appropriate procedures were in place to assist the 2800 people who had requested assistance from the COVID Facebook group.
- (b) The Keynsham community had supported each other in a fantastic way through the COVID crisis and he also extended his thanks to all the other people who had contributed to the community effort.
- (c) Finally, in response to a point raised by Cllr Simmons, he apologised and also extended his thanks to the Town Council staff, in particular the Town Clerk and Deputy Town Clerk for their work in the background to support the group efforts and paid tribute to the Town Clerk's Microbiology expertise.

35. QUESTIONS ON NOTICE BY MEMBERS

There were none.

36. KEYNSHAMNOW

A report was given by Cllr Brennan to include the litter pick, which found the Park was very clean, but a substantial amount was picked up from under the bridge in the Brassmills area, possibly being thrown from cars. The recent meeting which involved a quiz about Bristol and in response to an invitation from the Chairman, she posed a couple of the quiz questions to Council. Another litter pick was going to be organised using equipment lent by Keynsham Wombles as many of the Wombles themselves were isolating.

Cllr Sinclair reconnected to the meeting.

37. REPORTS FROM B&NES COUNCILLOR(S)

- (a) Cllr O'Brien expressed concerns that the B&NES proposals to temporarily close part of the High Street to traffic would disadvantage the centre of Keynsham and made the following points that had not already been covered by other speakers:
 - the Government guidelines on social distancing in urban areas, published on 13th May, that being cited by B&NES to justify the closure. The guidance stated that consideration should be given to widening pathways and possible closing streets to vehicular traffic where there are "High Streets which have high levels of footfall within a constrained environment, in areas of dense population where there could be multiple queues due to restricted entry."

- Keynsham High Street was a local utility hub where relatively small value quick decision purchases were made. It was not a destination shopping precinct.
 - The town centre predominantly comprised small independent businesses that were dependent upon traffic passing their windows as part of their advertising and promotion and would now face difficulties co-ordinating deliveries of stock to their stores within the timespan of operation.
 - The expectation that people with walking difficulties would have to park or alight from buses in Ashton Way and navigate the steep passageway to the High Street because neither bus stops or blue bays in the High Street would be available. Cllr MacFie's proposal to B&NES suggesting disabled drivers use Back Lane instead of the blue bays in the High Street to park was not practical in terms of space required for disabled drivers to enter and exit their cars.
 - Cllr MacFie's suggestion that tables and chairs or external displays are put outside in the street goes against Government guidelines to keep shop entrances clear and there were issues for the traders of how to prevent pilferage.
 - There had been only one case of COVID19 in B&NES the previous week.
 - She drew attention to the fact that although Cllr Wait had indicated it was for a two week trial to B&NES Ward Councillors, the B&NES Officer in charge of the project had confirmed that it was for more than two weeks.
 - She drew attention to the recent announcement reducing social distancing requirements from 2m to 1m+.
 - The survival of the town centre was too valuable to be the subject of a whimsical trial and she urged Councillors to vote against the proposal.
- (b) Cllr Clarke was not convinced that the proposal to close the High Street was a necessary response
- He referred to the reply from Mr Garrod to the Town Clerk in the Appendix 3 of the attached report that there was an alternative proposal to physical closure which involved use of barriers to create wider pavements. He felt this was a more acceptable proposal.
 - In the event the Town Council supported the proposal that the closure went ahead, he urged that there would be no encouragement of any additional retail units or street traders/entertainment of any kind as this would be contrary to what the closure was meant to achieve with reference to social distancing and would not assist those who felt vulnerable from feeling safe to use the High Street.
- (c) Cllr MacFie mentioned that the B&NES Council meeting the previous week had reviewed the Authority's response to the pandemic and all B&NES Councillors in the room appreciated the way in which B&NES Council had responded to assist businesses and members of the public in response to the COVID outbreak both from the health and financial points of view. He had visited people in the Waitrose area recently to check they had all claimed their entitlements and every single one had commented very positively in respect of B&NES response and assistance. He paid tribute to the B&NES officers.

38. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were none.

39. MINUTES OF MEETINGS (previously circulated)

<u>Committee Meeting</u>	<u>Date</u> (2019)	<u>Status</u>
Finance & Policy Cttee.	10 th March 2020	APPROVED
Planning & Development Cttee	15 th June 2020	DRAFT
Finance & Policy Cttee	16 th June 2020	DRAFT

As the recommendations for Finance & Policy 10th March had all been tabled Agenda items at the March Town Council meeting, there were no recommendations to approve. The same applied to the Cttee's minutes of 16th June which were all tabled as agenda items for the Council meeting currently in progress.

As there were no recommendations to approve, and no Councillors wishing to raise any matters, the Chairman declared the minutes received and noted.

URGENT BUSINESS

40. KEYNSHAM – SAFER HIGH STREET PROPOSALS

40.1. Cllr MacFie read out his motion as follows

We ask the (Town) Council to give their support to the proposal to close the one-way section of Keynsham High Street to all vehicular traffic including cyclists during shopping hours to enable shoppers to observe social distancing measures and to allow businesses to display goods outside their premises

and made the following points:

- Central Government had instructed Councils and enabled them with emergency powers to introduce measures to enable shoppers to observe social distancing.
- Furthermore, there was a willingness to relax the Planning Regulations to enable goods, services, tables and chairs to be put outside to enable goods to be displayed and services to be taken up.
- Practically it meant a single lightweight traffic barrier at the west end to restrict all traffic travelling east and a single lightweight pedestrian barrier at the east end to prevent cyclists using the cycle lane
- They had surveyed the majority of business in the one-way section that had been open and only received one against, the others were neutral or for.
- They were pleased to report that it seemed reasonable to them that DialAride buses be permitted access for passengers to disembark safely into a traffic-free environment.
- They can reassure Councillors that the proposal would be a temporary measure in place for the duration of social distancing and would not be made permanent as far as they were concerned without full consultation process and public engagement.
- After two weeks they would certainly conduct a survey of businesses that were open in the one-way section and report their findings and, in response to earlier comments from the traders, will do monitoring.
- He felt that B&NES would struggle with making a resolution to stop cyclists.
- They wanted it to be a positive experience for shoppers and hoped it would encourage people to visit the High Street

40.2. The Chairman asked for contributions and Councillors in turn made comments covering the following main issues:

a) Traders views:

- Recognising that there was a political element to the proposal, there should be a proper independent survey conducted of the businesses at the end of the two week trial so the Town Council as a whole can be sure it was what the traders wanted before the trial was extended.
- The Council should pay attention to the opinions of the traders who appear to think the proposal would kill their business.
- Concern was expressed that Cllr MacFie had referred in his speech to the majority of traders yet on questioning in a prior telephone conversation made to a Councillor he had said he had only spoken to 4 traders. Cllr MacFie gave clarification that by the time he had rung customer services that he had spoken to about 16 businesses. He would have said that there had been one against and a lot were neutral or for so that was how the misunderstanding had occurred.
- Concern was expressed about the lack of written evidence to support the survey of the traders some of whom had spoken passionately earlier this evening against the proposal. The Town Council should hear more from them with a properly conducted survey.
- The question was asked how many of the traders were represented at the meeting tonight in order for the Council to better gauge the feelings and opinions of what represented the majority. The Chair disallowed the question.

b) Buses

- Seventeen buses per hour currently used the High Street. Can the buses still be permitted otherwise there was the possibility that the services of the 19, 178 and A4 may be lost owing to the diversion.
- The 17A from Southmead to Keynsham would have to go up Charlton Rd, West View Rd and Rock Road in order to turn around and get back to the bus stop in Ashton Way if access to the High Street was not permitted. Residents were already complaining – life was not as simple as just closing a road, other issues had to be taken into account.
- A concern was raised about whether the Bath Airport bus had been consulted given the issues they experienced during the introduction of the one-way system and the impact on their timetable. It was important the service continued to serve Keynsham and not just re-route down the bypass.

c) Air Pollution

Public transport should continue down the High Street otherwise it could re-create the previous air pollution issues in areas that had been largely resolved with the one-way system.

d) Public Sector Equality Duty and Disabled Access

- Concern was expressed about whether the implementation of the proposals would comply with Public Sector Equality Duty.
- Although DialARide would be excepted, it still penalised those who don't use their services and relied on their own cars to park in the High Street. Parking in Back Lane will cause issues and aggravation with residents. The Councillor had some sympathy with those who didn't walk very well as they would now be unable to visit the High Street because the disabled parking would not be available.

e) Funding

If B&NES were paying for the barriers in Bath, why were they expecting the Town Council and the Keynsham taxpayer to fund the barriers.

Volunteers would be required as the Town Council certainly didn't have the staff capacity to do it.

f) Timing and duration

- If the two weeks closure was implemented now, the elderly and infirm who would be reluctant to visit the High Street having been in lock down for 12 weeks might take time to want to visit so more time should elapse before the introduction of the 2 week trial.
- Despite Cllr MacFie's assurances and from looking at the correspondence from B&NES to date, there was concern that B&NES would not treat this as just a temporary measure. The one-way system was meant to be temporary but then turned permanent even though the majority of people did not want it. In one Councillor's opinion, this was a party political vanity project long before COVID and concern was expressed about the motives of introducing the proposal now as a temporary measure under emergency regulations.
- Several Councillors said they were prepared to back the proposal as it was only for a two week trial. It provided the opportunity to conduct an experiment to see if it did improve the High Street shopping experience and it was only for two weeks it could be reversed with no permanent damage.

- 40.3. The Town Clerk read out advice issued by the Government to Highway Authorities on 23rd May in respect of the alterations to the Traffic Management Act 2004 to permit road closures for social distancing and explained the 3 types of 3 traffic Regulation Orders with Temporary Orders being in place for up to 18 months. The advice also detailed the need for Authorities to consider access for blue badge holders, deliveries and other essential services as appropriate. Authorities should seek input from stakeholders during the design stage and consult with the police, emergency services to ensure access is maintained and consult with businesses currently not open to ensure the proposal meet their needs when they do reopen. The requirements under Public Sector Equality Duty still applied to any proposals being considered by Authorities and any changes to road networks must consider the needs of disabled people and others with protected characteristics accessibility requirements apply to temporary measures as they do permanent ones.
- 40.4. The Chairman advised that he would put his political career on the line and reassure the Town Council that it would not be made permanent without proper and full consultation. The temporary closure may be just the thing required to help vulnerable people out of their homes and onto the High Street. The proposal would give people confidence and encourage them to leave their homes by providing a safe environment. Being outside was safer so activities outside such as café tables and chairs should be encouraged. The community deserved the opportunity to see if it would work.
- 40.5. Cllr MacFie clarified that it wasn't him personally that was doing it and it was helpful the Clerk had read out some of the things B&NES had to think about. The two weeks referred to him going round to see how things were going. He stressed that B&NES Council were going to put it in for as long as social distancing was in place. If after two weeks everyone was unhappy, the Council could still say it was necessary for social distancing. The proposals would help prevent people picking up infection and provided an opportunity for businesses and the public to see what a pedestrianised area was like.

RESOLVED

We ask the (Town) Council to give their support to the proposal to close the one-way section of Keynsham High Street to all vehicular traffic including cyclists during shopping hours to enable shoppers to observe social distancing measures and to allow businesses to display goods outside their premises.

41. **KELSTON PARK PLAY AREA – ADDITIONAL PLAY EQUIPMENT**

A report was presented to Council by the Clerk. The Clerk drew attention to the letter to B&NES and response that had been previously circulated to all Councillors in response to their resolution at the May meeting. She was aware that Councillors wished to pursue the matter with B&NES of the manner in which the tender evaluation had been conducted and whether additional contributions towards the wheelchair swing should be made, however the opportunity to do so would be presented at the July meeting when the Council would be asked to consider quotations for the wheelchair swing.

The changes to the play equipment had been made leading to a saving of £5770 on the budget which could be put towards the cost of a disabled swing.

At this meeting the Council was being asked to approve the release of the £15,000 CIL contribution it had previously budgeted for the project, as without this confirmation the B&NES officers would be unable to proceed with the purchase order for the contract under their own regulations. If the purchase order couldn't be raised now, and there were any further delays, the project could therefore fail as the Enover Community Trust grant funding, which was conditional on a deadline being met, would also be jeopardised and the project would fail.

The Chairman proposed the motion that the Council honour its obligations and approve the release of the £15,000. Once seconded he asked for those against and then those in abstention to vote and when no hands were raised declared the motion carried unanimously.

CARRIED

To confirm release of the Town Council's £15,000 towards the project and confirm authorisation for payment to be made on receipt of an invoice, subject to the following:

- i) The substituted toddler climbing equipment as specified is included.
- ii) Confirmation from B&NES that the residual balance in the project can be used to offset the cost of a wheelchair swing.
- iii) That B&NES supply the 3 quotes requested for evaluation at the July Town Council meeting to determine if further funds will be contributed by the Town Council towards the cost of a wheelchair swing.
- iv) That B&NES commit to administer/project manage any further procurement for supply and installation of a wheelchair swing.

42. **BLM STATEMENT**

A draft statement was considered with one amendment proposed- to remove "the" from the second paragraph.

RESOLVED

To approve the statement from the Town Council as amended.

43. BUDGET 2020/2021

The Council noted the spreadsheets for the budget approved in January 2020 which now included the actual figures for 2019-2020 now the year end accounts had been performed and the figures confirmed by the accountants.

44. ANNUAL SCHEDULE OF DIRECT DEBITS 2020/2021

The Annual Schedule of Direct debits was presented to Council for approval.

The Chairman asked for those against and those in abstention.

The Clerk requested the Chairman also ask for votes in favour as a positive approval by show of hands was required in law to record a vote in favour.

RESOLVED

To approve the Annual Schedule of Direct Debit mandates.

45. INVESTMENTS AND INTEREST RATES

The report presented from the Finance & Policy Committee advises of change in interest rates, slight amendments to the Council's investment policy in view of the fact that the Council is not eligible for the £85,000 protection under the Financial Services Compensation Scheme and made recommendation about investment of the Council's reserves.

The Chairman asked for votes against and in abstention in respect of the following recommendations from Finance & Policy Cttee

- (i) To approve the changes to the Investment Policy.
- (ii) To make the following investments of reserves from Barclays Bank Rate Rewards account to the following accounts (subject to satisfactory credit checks)
 - £100,000 to Cambridge and Counties for 5 years at 1.7%
 - £100,000 to Triodos Bank at 0.4% for one year
 - £100,000 to Unity Bank for 0.4% for one year
 - £40,000 to Public sector deposit fund (24 hours notice, current yield 0.2992%)

END OF YEAR ACCOUNTS AND ANNUAL RETURN SUBMISSION

46. The Chairman indicated that following discussion with the Clerk, he would be taking Items 18, 19 and 20 together as they were all recommendations from Finance Cttee.

Cllr MacFie introduced the items in turn that contained the following recommendations

47. CORPORATE GOVERNANCE ANNUAL TIMETABLE

The Corporate Governance Timetable demonstrated all the things in place for financial control.

RECOMMENDATIONS

- (i) That the Town Council has now completed all matters in the Corporate Governance Review Timetable in preparation for considering the 8 assertions in the Annual Governance Statement.
- (ii) To approve the Corporate Governance Review Timetable with no amendments for the period 2020-2021.

48. RISK MANAGEMENT – SIGNIFICANT RISKS COVID19

The Town Clerk had conducted a new risk management review on the financial impact of COVID on the Town Council. The impact was not particularly significant as the Town Council had few assets it was reliant on for income. The most significant impact would be if the senior officers were off sick with COVID.

RECOMMENDATIONS

- (iii) To approve the financial impact assessment.
- (iv) To refer the matter of Working from Home allowance to the Personnel Committee.
- (v) That the 3 year contract with SoVision is extended for a further year.
- (vi) That £10,000 is budgeted for this year from General Reserves in nominal code 4050 for PPE and other supplies to enable Council activities to be delivered in accordance with Government advice and Health and Safety requirements.
- (vii) That the Council continue to operate the COVID Community Resilience Fund, using the surplus remaining from last year of £8,730.

49. INTERNAL AUDITORS FINAL REPORT (2019/2020)
COMPLETION OF ANNUAL RETURN INTERNAL AUDIT REPORT AND
APPOINTMENT OF INTERNAL AUDITOR

The recommendations of the Internal Auditor were mentioned in respect of the necessity for the Town Clerk to perform a high level review on the suitability of the Council's current financial procedures including the best utilisation of the existing software as the Council was getting far busier and there may be more efficient methods of working.

RECOMMENDATIONS FROM FINANCE & POLICY COMMITTEE

- (viii) To approve the Auditors Final report (2019/2020) and recommendations.
- (ix) To note the Internal Auditors completion of the relevant section of the Annual Return.
- (x) To approve continuing with the current Internal Auditor for the remaining two years.
- (xi) To approve the Statement of Internal Control for signing by the Chairman when circumstances permit.

RESOLVED

To approve the recommendations of the Finance & Policy Cttee for items 18-20 above.

50. ANNUAL RETURN 2019-2020 – ANNUAL GOVERNANCE STATEMENT

The Annual Governance Statement had been circulated together with the JPAG guidance relevant to the approval of each of the Assertions. The Clerk advised that Assertion No 9 did not apply to the Town Council as it was not a Trustee. The Chairman read out each of the statements in turn and asked for votes in favour of a positive response after each statement.

RESOLVED

To approve a positive response to each of Assertions 1-8 of the Annual Governance Statement 2019/2020. for signing by the Chairman of Town Council (who was presiding at the meeting).

51. The Chairman indicated he would be taking Items 22 and 23 together

BUDGET MONITORING REPORT – YEAR END – MONTH 12

RECOMMENDATION FROM FINANCE & POLICY COMMITTEE

To approve the report.

52. MOVEMENT TO AND FROM GENERAL & EARMARKED RESERVES (attached)
The Clerk explained the meaning of surpluses and the decision made at the time of the budget to move certain surpluses into ear-marked reserves.

RECOMMENDATIONS FROM FINANCE & POLICY COMMITTEE

- (i) To approve the closing balance of earmarked and general reserves as at 31st March 2020 including transfer of surpluses.
- (ii) To approve the opening balances of earmarked and general reserves as at 1st April 2020 including any drawdowns to support the current year's expenditure.

RESOLVED

To approve the recommendations of Finance & Policy Cttee for Items 22 and 23 above.

53. BANK RECONCILIATION

RESOLVED

To approve the Bank and cash reconciliation as at 31st March 2020.

54. STATUTORY BALANCE SHEET– 2019/2020

The Responsible Financial Officer presented the Balance sheet for the year ended 31st March 2020 for submission with the Annual Return.

Cllr Simmons wished to record thanks to the staff for producing a good set of accounts that satisfied the review by the Internal Auditor.

RESOLVED

To approve the Balance Sheet 2019/2020 for signing by the Chairman of the Town Council.

55. STATUTORY INCOME/EXPENDITURE STATEMENT 2019/2020

The Statutory Income and Expenditure statement was submitted by the Responsible Financial Officer for consideration prior to publication on the website. The Chairman of Finance noted that the income went up considerably but expenditure remained the same. The RFO advised that the increase in income was owing to the receipt of more than budgeted for CIL but cautioned the Council that the additional CIL received represented the final tranches owing from the big developments. Expenditure didn't show the Council's decisions to allocate £39,000 of precept in the budget to earmarked reserves for longer term projects such as the Chapel.

RESOLVED

To approve the statement for publication.

56. ANNUAL RETURN 2019/2020 – ACCOUNTING STATEMENTS

The completed Accounting Statements (Part 2 of the Annual Return) was presented by the Responsible Financial Officer for consideration.

RESOLVED

To approve the Annual Accounting Statements for 2019/2020 to be signed by the Chairman of the Town Council at the Town Council meeting.

57. ANNUAL RETURN 2019/2020– ACCOMPANYING SCHEDULES

The Town Council is required to fill in the accompanying schedules when submitting the Annual Return. In addition, the Town Council has to submit the notice of public rights with correct dates. In response to a question the Clerk informed the Council that since she had joined the Council in early 2016, there had been no requests from members of the public to inspect the accounts.

RESOLVED

- (i) To approve the Schedule of Significant Variations.
- (ii) To approve the Bank Reconciliation with reference to Box 8.
- (iii) To approve the Reserves Reconciliation with reference to Boxes 7 and 8.
- (iii) To approve the Notice of Public Rights and accompanying s26/27 explanation for submission with the Annual Return.

58. ANNUAL RETURN 2019/2020– INTERMEDIATE LEVEL REVIEW

As the Town Council's total gross income or expenditure is greater than £200,000 then it automatically meets the requirements for an intermediate level review and the following additional information in support of one of the assertions must accompany the Annual Return

- ***a copy of the relevant minutes, agenda papers and any related reports from 2019/20 to support the setting of the budget for the subsequent financial year.***

A schedule had been submitted detailing all information was submitted for review. The Clerk and RFO explained that the schedule of information to be submitted would take several days to assemble for submission. It did, however, demonstrate the level of diligent activity and multi-step process the Council and its Committees now undertook in respect of its budgeting process. The budgeting process, in much the same way as the Corporate Governance timetable, had been introduced over the last 4 years. As RFO she felt the Council now had robust financial, internal control and budgeting processes in place.

RESOLVED

To approve the schedule of information to be submitted to the External Auditor.

MONTHLY FINANCE

59. SCHEDULE OF INVOICES DUE FOR PAYMENT Month 3 (June)

RESOLVED

That the attached Schedule of Invoices be approved for payment.

60. FINANCE MONTHLY REPORTS

Owing to the issues with working remotely with the accounts software and the delay in year-end processes, transactions for the current financial year are only just starting to be entered onto the accounts system so month 1 and 2 reports will be available for the next Council meeting,

- (a) Schedule of Expenditure – MAY (Month 3)
- (b) Bank Reconciliation – MAY (Month 3)
- (c) Petty Cash Expenditure – NONE
- (d) Journals - NONE TO REPORT
- (e) Budget Monitoring Reports April, May - DEFERRED

(f) Youth Finances - Month 12

RESOLVED

To approve the reports (a) (b) and (f).

61. UPDATE ON YOUTH SERVICE

The Council noted that a report will be presented to the July meeting of Town Council.

62. DELEGATED ACTIONS SINCE LAST MEETING

There were none to report as decisions had been taken to Finance & Policy and/or Town Council over the last two months

63. CORRESPONDENCE ITEMS (REDACTED)

The correspondence from Keynsham Independent Business and Traders Group (previously circulated) was noted.

64. The Clerk begged the indulgence of Council and the Chairman, and requested the Council register the votes of those in favour of the recommendations for item 17. The reason was because it was a vote to move a substantial amount of Council reserves into different bank accounts. As RFO she did not feel that legally she should do this without a positive affirmative mandate from the Council. The Chairman questioned what was wrong with the alternative method he had adopted. The Clerk explained that unless a vote was taken for the motion, rather than just in abstention or against, then the vote could not be recorded as having occurred. The Chairman asked Councillors to vote if they were in favour of the recommendations for Item 17 and the Clerk recorded the vote.

RESOLVED

(i) To approve the changes to the Investment Policy.

(iii) To make the following investments of reserves from Barclays Bank Rate Rewards account to the following accounts (subject to satisfactory credit checks)
£100,000 to Cambridge and Counties for 5 years at 1.7%
£100,000 to Triodos Bank at 0.4% for one year
£100,000 to Unity Bank for 0.4% for one year
£40,000 to Public sector deposit fund (24 hours notice, current yield 0.2992%)

65. DATE OF NEXT MEETING

To note that the scheduled date for the Town Council's next meeting is Tuesday 21 July 2020 at 7.30pm to meet remotely by Zoom.

The Meeting finished at 9.35pm.

SIGNED:..... (Chairman) Date:.....